

Downtown Muskegon Business Improvement District

Meeting Agenda

Nov. 22, 2016

380 Western Ave., Suite 202 Muskegon, MI at 4 PM

- 1) Call to Order
- 2) Consent Agenda
 - a) Approval of Agenda
 - b) Approval of Minutes from the regular meeting Sept. 27, 2016
 - c) Acceptance of financial statements as of Nov. 15, 2016
- 3) Public Comment (on an agenda item)
- 4) Unfinished Business
 - a) Final approval of a Letter of Understanding between the BID and city Department of Public Works for downtown sidewalk snow removal for the 2016-17 winter
- 5) New Business
 - a) Approve 2016-17 fiscal year BID budget and work plan through June 30, 2017.
 - b) A continued discussion on how the BID board wants to proceed with the extension of the BID beyond 2017
- 6) Other Business
 - a) Update on BID support of events and decorations
 - b) Discussion of board chairmanship and board composition going into 2017
 - c) Next meeting is Tuesday Jan. 24, 2017 4 p.m. chamber training room, 380 W. Western Ave. Suite 202, Muskegon, MI or at the call of the chair.
- 7) Adjournment

To: BID Board

From: Dave Alexander, Downtown Muskegon Now

Date: Nov. 18, 2016

Re: Comments/background on agenda items for Nov. 22, 2016 meeting



Here are some comments and observations on the agenda items on the BID board for Nov. 22, 2016:

Financial Statements -- The city has provided a financial accounting of the BID fund through Oct. 31. As of Oct. 31, 2016, the BID received \$102,508 or 81 percent of the expected revenue. The remaining 19 percent of the assessment revenue will be paid through the winter property tax collection due Feb. 15, 2017. The city will post that revenue and all of the revenue collected for the 2017 BID to our account in March 2017. Those that are delinquent in paying by Feb. 15 will be put into the Muskegon County delinquent property tax bond. Those payments from the bond will come from the county in May. The Oct. 31, 2016 expenditures totaled \$48,843 for the year. In summary, the collections have come in solid through the second half of the year and expenditures remain conservative for a healthy fund balance going into 2017.

BID-DPW Letter of Understanding – At the BID board's Sept. 27 meeting, the board unanimously approved the concept of the city of Muskegon Department of Public Works providing sidewalk snow removal and landscaping services downtown for 2017. The city is unable to provide parking lot and alley snow removal in a timely enough manner so the board directed me to secure those services with H&H for the coming season. I have done so for \$2,200 a month for November-March. The H&H agreement is in the packet. The BID would have an additional \$12,200 a month for sidewalk snow removal for the five winter months in 2017 and \$9,100 total for November-December 2016.

The board asked me to work up a letter of understanding with the city concerning sidewalk snow removal for this coming winter. An initial letter was drafted in a conversation between DPW Director Mohammed Al-Shatel and myself. That letter was reviewed and adjusted after BID board member Gary Post and I sat with Mo at the request of Chairman Doug Pollock. The second version of the letter and sidewalk snow removal map is in the packet. It reflects:

- The BID would pay the city \$9,100 as a retainer for November and December 2016 services as outlined in the letter. Any actual costs beyond that amount would be negotiated in 2017 with the BID board.
- The BID will pay the city \$7,500 a month as a retainer for the services for January, February, March, November and December 2017. Actual costs beyond \$7,500 a month will be charged the BID on a time and materials basis. The city realizes that the BID has an average of \$12,200 to pay for sidewalk services for each the five winter months of 2017.
- The trigger for service is 2 inches of snow any weekday, weekend or holiday. Weekend and holiday service is limited to the downtown core sidewalks supporting events and activities. See the letter and the accompanying map.

Gary Post has provided his comments on the letter of understanding:

I'm good with what's proposed and believe it sets up a good starting point until we get a better handle on how this all goes. As I've mentioned before, my 'concern' mostly has to do with weekends. Believing that we need more than nine to five, five days per week activities downtown, just want to make sure downtown is as attractive and navigable on weekends as it is on weekdays. Let's see how things go and how costs stack up. But, there may be a few sidewalk, perhaps, that can be added as things progress.

Doug Pollock raised good questions. Here they are with my response to each point:

- 1) First it looks like we can save \$9100 right off the bat with November. Weather forecast are already out through November 21st with no snow or even freezing temperatures the entire time. At the very least this should be negotiated down to include just the last week of November.

DA: I would suggest half of the amount in payment up front for the last two months of 2016 at roughly \$4,500 with the rest available for time and materials or going to fund balance moving into 2017. The city needs the retainer funds to hire the fulltime person they want down here. Frank says it gives us the instant service that we are looking for.

- 2) I think there may be an error in the statement that says "City officials are aware the BID has an average of \$12,200 a month total for sidewalk snow removal services..." I think this should say "snow removal services" and not "sidewalk snow removal services" as I think it includes the \$2200 per month we have committed to H&H to clear the parking lots and alleys.

DA: No. We have \$72,000 total for five months of snow removal. \$2,200 a month will go to H&H or \$11,000 for five months. That leaves \$61,000 for sidewalks ... over five months \$12,200 a month. My math on that before was wrong.

- 3) I am still having some trouble with cutting back services on the weekends and holidays as those are the times most important to downtown to have the sidewalks walkable.

DA: Understand.

- 4) Dave, can you explain what you mean by Sidewalk plowing on weekends and holidays will be triggered by downtown needs?

DA: I or downtown BID Board residents helping, can call in needed services or extra work when snow accumulations and downtown events dictate. But that goes to spending resources on a time (overtime) and material basis. If it is a late Sunday with nothing going on, let it snow until Monday morning regular clearing. With communications to city DPW, we can contain costs and in the end get better service when we need it the most. I hope that helps.

- 5) Why would monthly costs and invoices go to Downtown Muskegon Now? I thought we had released all budgeted funds except snow removal and landscaping to DMN. I certainly could be remembering that wrong. I think the negotiations of the contract with the city should go with the invoices. At the very least I think the BID board should be copied in real time on all charges and invoices for these services to ensure they meet the spirit of the agreement we are working out with them.

DA: The invoices can go where ever the BID board wants them but in the end it will be the DPW bills going to city finance to be paid out of the BID budget. I would suggest they go to DMN on the monthly basis for approval for finance department fund transfer. Mo has offered to provide weekly, twice-weekly or monthly accounting of time and material costs, showing us where we are ahead or behind our retainer. I can share those with the BID board week-to-week if you'd like.

- 6) In the past the trigger was 1.5" for sidewalk plowing. I feel with all these restrictions and changes we are getting a lot less for our money.

DA: I really don't think the half inch is really going to make but one or two decisions for us. The original city offer was 1.5 inches on weekdays and 3 inches on weekends. Gary suggested the 2 inches every day.

- 7) With it being November already, we are sort of forced into working this out. I would suggest for next year, especially if it is a three or five year BID agreement, that we go back to putting out an RFP with our requirements. It is our responsibility to represent the downtown business owners and operators and we need to get the most we can for their hard earned dollars. Maybe we could make that a part of the reorganization planning discussion that we will hold over the winter. Is there a way to make next November and December conditional in this agreement based on next year's RFP? Is it better to bid this out by the "winter season" or calendar year?

DA: Let's see how the city does this winter and then make that decision. You might be right and with a longer term we should test the private market for sure. I think the RFP, unfortunately, needs to be done by snow season not our calendar year. No private operator is going to give you a good price on November-December without having the business the next three months of the next year, I think. But our budget will be going to the city's fiscal year of July 1-June 30 so a winter season will be in one budget, although revenues will continue to be for the calendar year. The budget situation will be presented Nov. 22. I have had a detailed conversation with Derrick Smith, finance director.

I have asked both City Manager Frank Peterson, a BID board member, and Mo to be at the Nov. 22 meeting. I hope to have a consensus at the meeting on a final letter that I can write up and have the BID and the city DPW sign. We would then approach landscaping in the late winter with another letter of understanding with the city.

FY2016-17 BID budget – As I mentioned at the Sept. 27 meeting, city Finance Director Derrick Smith and the city's auditor has asked that we have a budget in line with the city's fiscal year of July 1-June 30. With city commission approval of the BID for 2017, I am proposing a BID budget from Jan. 1-June 30. It is the first column of the 2017 budget in your packet. I will then update the budget and present the second half in May for the city's FY2017-18, July 1-Dec. 31.

I have provided you the initial budget document from the BID extension process. The fund balance and estimated revenue numbers have been updated as more expenditures have occurred in the past three months and revenues were reduced when the city assessor's office finalized the assessment roll. The Muskegon Business Improvement District 2017 Budget is included and the approval is needed for the first six months of 2017 (first column). The first six months includes all of the anticipated revenues being provided by the city and the county. The snow removal item reflects three of five winter months in 2017. Everything else is a 50-50-split of the expenditures.

BID beyond 2017 – We need to continue to contemplate how we will proceed with the BID beyond the city commission's approval for 2017. Bob Tarrant has agreed to help lead us through this process. The BID board needs to make a recommendation to the Muskegon City Commission by July 1, 2017. The issues to be decided includes whether to extend the BID at all. If extending it, the other decisions on are for how many years, the district boundaries, the assessment categories and their definitions, assessment rates, an annual budget and method of payment (likely staying with winter property tax bills). Please email your ideas to Bob, Doug or myself and share them with all of the BID

board members. Or, bring your ideas to the Nov. 22 meeting. We really need to get into serious discussions beginning with the January 2017 meeting.

Events and decorations – Ellen Berends and I can update you at the meeting on the last First Fridays, Oct. 29 Halloween event at the Farmers Market and upcoming Holiday in the Cities event Nov. 26. We can also tell you about the fall and Christmas decorations supported by the BID.

BID board organization for 2017 – I have provided a copy of the BID by-laws and the resolution from the city making the initial appointments back in 2015.

BID board meeting schedule for 2017 – I would hope to continue meeting every other month. Starting in January. Right now we are meeting the fourth Tuesday of every other month at 4 p.m. in the chamber training room. If that continues our next meeting would be Tuesday Jan. 24, 2017 4 p.m. in the chamber training room, 380 W. Western Ave., Suite 202, Muskegon, MI. The other meetings on that schedule for 2017 would be March 28, May 23, July 25, Sept. 26 and Nov. 28. You can set the meeting schedule now or in January.

Downtown Muskegon Business Improvement District

Meeting Minutes

Sept. 27, 2016

380 W. Western Ave., Suite 202 Muskegon, MI at 4 PM

1) Call to Order: 4:00 PM

2) Attendance:

Doug Pollock (Chair), Justin Clark (VC), Gary Post, John Riegler, Bruce Lindstrom, Mike Hennessy, Bob Tarrant (via conference call) and Frank Peterson

Excused Absent(s): and Connie Taylor

Guests: Dave Alexander, Downtown Muskegon Now director and Dennis Lohman, Northwestern Industrial sales.

3) Consent Agenda

- a) Approval of Agenda, minutes from July 25 and Aug. 1, 2016 meetings, acceptance of the financial statements as of Sept. 19, 2016, review of expenses being paid by the BID, bill from Muskegon County Equalization for BID analysis work, review of line items for the last quarter of the BID year.

Motion: Frank Peterson

Support: Bruce Lindstrom

Vote: All voted in favor

4) Public Comment (on an agenda item) – None. The board chose to leave the floor open for the whole meeting allowing attendees to participate as they like.

5) Unfinished Business

- a) BID update from Dave Alexander, Downtown Muskegon Now. Alexander discussed the on landscaping, planters, signs and events..
- b) Alexander outlined getting the BID renewal in pretty much a status quo as to district and assessment rates. The first of two BID public hearings before the Muskegon City Commission was scheduled for right after the BID Board meeting. The final public hearing is slated for Oct. 25.

6) New Business

- a) Alexander sought approval on the direction the BID would take for providing its major services of snow removal and landscaping. For the first year, the BID contracted with H&H of North Muskegon to provide snow removal and landscaping. The city of Muskegon through City Manager Frank Peterson and the city commission has sought

a higher level of service. In doing downtown landscaping, coordination of those services was an issue. In talks with Peterson, the city is offering to provide snow removal and landscaping through the city's Department of Public Works for 2017. As for the most immediate need for snow removal this winter, the city would be unable to provide parking lot and alley snow removal on a timely basis. The BID would seek parking lot and alley snow removal services from H&H and the city would provide the sidewalk snow removal services.

Justin Clark said this was the right path. Bob Tarant said the BID could get more bang for it buck. Gary Post said he agreed with the direction, being a value added proposition for the BID.

The BID Board agreed that Alexander and city officials would draw up a letter of agreement or understanding. That draft letter would be reported back to the BID Board, Doug Pollock said. That would come back to the BID board for discussion and a final decision. John Riegler said this seems to be a "win-win." When it comes to snow removal and landscaping, Pollock said he would like to keep those two separate agreements.

Motion: Justin Clark

Support: John Riegler

Vote: All voted in favor

- b) A discussion on how the board wants to approach the next year in deciding the future of the BID beyond 2017. Bob Tarrant said he would lead the BID through that analysis. Ideas are to be sent to Alexander and discussed at the Nov. 22 meeting and into 2017.

7) Other Business

- a) Alexander provided an update on the highly successful cruise ship visits this year and the need to continue developing the Heritage District concept for 2017 and beyond.
- b) Alexander had conversation with city Finance Director Derrick Smith on the need for the BID budget to coincide with the city's budget year of July 1-June 30. Alexander will work with Smith to prepare a "half year" budget for 2017 through June 30. It will be presented at the Nov. 22 meeting if the BID is formally approved for 2017 by the city commission.
- c) The next meeting is Tuesday Nov. 22, 2016 4 p.m. in the chamber training room, 380 W. Western.

8) Adjournment

5:05 PM

No Objection

Minutes produced and submitted by Dave Alexander, executive director of Downtown Muskegon Now.

ACCOUNT BALANCE REPORT FOR CITY OF MUSKEGON

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11/18/2016 08:19 AM
User: beth.lewis
DB: Muskegon

PERIOD ENDING 11/30/2016

GL NUMBER	DESCRIPTION	2016-17 AMENDED BUDGET	BEG. BALANCE 07/01/2016	ACTIVITY FOR MONTH 11/30/2016	YEAR-TO-DATE THRU 11/30/16	END BALANCE 11/30/2016
Fund 297 - DOWNTOWN MUSKEGON BID						
Assets						
297-00000-1101	CASH IN BANK		19,150.76	983.61	35,497.14	54,647.90
TOTAL Assets			19,150.76	983.61	35,497.14	54,647.90
Liabilities						
297-00000-2100	ACCOUNTS PAYABLE		3,700.00	0.00	(3,700.00)	0.00
TOTAL Liabilities			3,700.00	0.00	(3,700.00)	0.00
Revenues						
297-00000-4161	SPECIAL ASSESSMENTS	0.00		2,658.61	57,508.99	57,508.99
297-00000-4805	CONTRIBUTIONS	0.00		0.00	350.00	350.00
297-00000-4970	INTEREST INCOME	0.00		0.00	8.09	8.09
TOTAL Revenues		0.00		2,658.61	57,867.08	57,867.08
Expenditures						
297-70803-5346	CONTRACTUAL SERVICES	0.00		1,675.00	14,196.34	14,196.34
297-70803-5352	PUBLIC RELATIONS	0.00		0.00	4,473.60	4,473.60
TOTAL Expenditures		0.00		1,675.00	18,669.94	18,669.94

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Receipts Register for CITY OF MUSKEGON

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DB: Muskegon

Population: All Records													
Current Installment Year: 2016													
Date Receipt # Batch #	Sp. Assessment Parcel No.	Tot Prin Pd Cur Prin Pd	Tot Admin Pd Cur Admin Pd	Tot Intst Pd Cur Intst Pd	Tot Intst Pd Cur Intst Pd	Tot Pen Pd Cur Pen Pd	Tot Pen Pd Cur Pen Pd	Tot Addtl Penalty Cur Addtl Penalty	Tot Addtl Penalty Cur Addtl Penalty	Tot Addtl Penalty Cur Addtl Penalty	Tot Addtl Penalty Cur Addtl Penalty	Tot Addtl Penalty Cur Addtl Penalty	Tot Addtl Penalty Cur Addtl Penalty
02/08/2016 00405315	BID-2016 DOWNTOWN BID-1 24-205-175-0021-00 MCDERMOTT WILLIAM/DENISE	155.76 155.76	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	155.76 155.76
02/08/2016 00405274	BID-2016 DOWNTOWN BID-1 24-205-176-0003-00 NOORDYK WILLIAM TRUST	469.92 469.92	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	469.92 469.92
02/09/2016 00405681	BID-2016 DOWNTOWN BID-1 24-205-177-0005-00 COREPARK INVESTMENTS LLC	1,778.80 1,778.80	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,778.80 1,778.80
02/11/2016 00406318	BID-2016 DOWNTOWN BID-1 24-205-175-0020-00 SEARER JAMES M	150.48 150.48	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	150.48 150.48
02/12/2016 00406704	BID-2016 DOWNTOWN BID-1 24-205-175-0006-00 FIRST GENERAL CREDIT UNION	1,280.40 1,280.40	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,280.40 1,280.40
02/16/2016 00407553	BID-2016 DOWNTOWN BID-1 24-205-187-0016-00 AUTHORITY BASE VALUE	105.60 105.60	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	105.60 105.60
02/17/2016 00407780	BID-2016 DOWNTOWN BID-1 24-205-175-0015-00 RIEGLER PROPERTIES LLC	302.40 302.40	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	302.40 302.40
02/22/2016 00408385	BID-2016 DOWNTOWN BID-1 24-205-188-0011-00 DOOM JEFFREY W	369.60 369.60	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	369.60 369.60
02/22/2016 00408385	BID-2016 DOWNTOWN BID-1 24-205-330-0004-00 DOOM INVESTMENTS LLC	549.12 549.12	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	549.12 549.12
02/22/2016 00408397	BID-2016 DOWNTOWN BID-1 24-205-331-0001-10 FIFTH THIRD BANK	3,000.00 3,000.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	3,000.00 3,000.00
02/24/2016 00408662	BID-2016 DOWNTOWN BID-1 24-205-176-0012-00 NW AMERICA REAL ESTATE LLC	113.52 113.52	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	113.52 113.52
02/24/2016 00408662	BID-2016 DOWNTOWN BID-1 24-205-176-0013-00 NW AMERICA REAL ESTATE LLC	27.72 27.72	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	27.72 27.72
02/24/2016 00408662	BID-2016 DOWNTOWN BID-1 24-205-176-0015-00 NW AMERICA REAL ESTATE LLC	91.08 91.08	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	91.08 91.08
02/24/2016 00408662	BID-2016 DOWNTOWN BID-1 24-205-177-0007-00 NW MILL REAL ESTATE LLC	522.72 522.72	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	522.72 522.72

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Receipts Register for CITY OF MUSKIEGON

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DB: Muskiesgon

Population: All Records									
Current Instalment Year: 2016									
Date	Sp. Assessment	Tot Prin Pd	Tot Admin Pd	Tot Intst Pd	Tot Pen Pd	Tot Addtl Penlty Pd	Tot CertFee Pd	Total Pd	
Batch #	Parcel No.	Cur Prin Pd	Cur Admin Pd	Cur Intst Pd	Cur Pen Pd	Cur Addtl Penlty Pd	Cur CertFee Pd	Current Pd	
02/25/2016	BID-2016 DOWNTOWN BID-1 24-205-186-0009-00 E.J.E. PROPERTIES LLC	320.90	0.00	0.00	0.00	0.00	0.00	320.90	
00408836		320.90							
02/25/2016	BID-2016 DOWNTOWN BID-1 24-205-333-0001-00 HUNTINGTON BANK	3,000.00	0.00	0.00	0.00	0.00	0.00	3,000.00	
00408838		3,000.00							
03/01/2016	BID-2016 DOWNTOWN BID-1 24-205-322-0003-00 L & K COMPANY LLC	1,471.04	0.00	0.00	0.00	0.00	0.00	1,471.04	
00409478		1,471.04							
03/01/2016	BID-2016 DOWNTOWN BID-1 24-205-322-0005-00 L & K COMPANY LLC	1,393.92	0.00	0.00	0.00	0.00	0.00	1,393.92	
00409478		1,393.92							
03/01/2016	BID-2016 DOWNTOWN BID-1 24-205-563-0006-00 HUME PROPERTIES LLC	3,000.00	0.00	0.00	0.00	0.00	0.00	3,000.00	
00409514		3,000.00							
03/08/2016	BID-2016 DOWNTOWN BID-1 24-205-567-0001-10 450 W WESTERN LLC	628.66	0.00	0.00	0.00	0.00	0.00	628.66	
00410780		628.66							
03/14/2016	BID-2016 DOWNTOWN BID-1 24-205-315-0006-00 3M INVESTMENTS LLC	738.80	0.00	0.00	0.00	0.00	0.00	738.80	
00411400		738.80							
03/15/2016	BID-2016 DOWNTOWN BID-1 24-205-174-0008-00 WITT LEE A TRUST	84.48	0.00	0.00	0.00	0.00	0.00	84.48	
00411593		84.48							
03/17/2016	BID-2016 DOWNTOWN BID-1 24-205-566-0013-00 G & Z PROPERTIES LLC	219.30	0.00	0.00	0.00	0.00	0.00	219.30	
00411851		219.30							
03/28/2016	BID-2016 DOWNTOWN BID-1 24-205-187-0001-00 JERVISS-FETHEKE INSURANCE AGENCY INC	316.80	0.00	0.00	0.00	0.00	0.00	316.80	
00412810		316.80							
03/28/2016	BID-2016 DOWNTOWN BID-1 24-205-187-0007-00 FETHEKE KAREN J TRUST	1,176.00	0.00	0.00	0.00	0.00	0.00	1,176.00	
00412811		1,176.00							
03/30/2016	BID-2016 DOWNTOWN BID-1 24-205-310-0012-00 CITY OF MUSKIEGON	1,986.48	0.00	0.00	0.00	0.00	0.00	1,986.48	
00413106		1,986.48							
04/01/2016	BID-2016 DOWNTOWN BID-1 24-205-313-0006-00 COREPARK INVESTMENTS LLC	739.20	0.00	0.00	0.00	0.00	0.00	739.20	
00413344		739.20							
04/05/2016	BID-2016 DOWNTOWN BID-1 24-205-567-0001-20 PORT CITY CIO BIDG	575.61	0.00	0.00	0.00	0.00	0.00	575.61	
00414295		575.61							

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Receipts Register for CITY OF MUSKOGON

Page: 3/8
DB: Muskogon

Population: All Records											DB: Muskogon
Current Installment Year: 2016											
Date	Sq. Assessment	Tot Prin Pd	Tot Admin Pd	Tot Intrest Pd	Tot Pen Pd	Tot Addtl Penlty	Tot Paid	Tot CertFee Pd	Total Pd		
Batch #	Parcel No.	Cur Prin Pd	Cur Admin Pd	Cur Intrest Pd	Cur Pen Pd	Cur Addtl Penlty	Cur Paid	Cur CertFee Pd	Current Pd		
04/07/2016	BID-2016 DOWNTOWN BID-1	55.32	0.00	0.00	0.00	0.00	0.00	0.00	55.32		
00414529	24-205-332-0007-20	55.32	0.00	0.00	0.00	0.00	0.00	0.00	55.32		
	MORALES MANUEL										
04/11/2016	BID-2016 DOWNTOWN BID-1	624.41	0.00	0.00	0.00	0.00	0.00	0.00	624.41		
00415018	24-233-000-0004-00	624.41	0.00	0.00	0.00	0.00	0.00	0.00	624.41		
	RUSSELL BLOCK DEVELOPMENT LLC										
04/11/2016	BID-2016 DOWNTOWN BID-1	446.53	0.00	0.00	0.00	0.00	0.00	0.00	446.53		
00415019	24-233-000-0005-00	446.53	0.00	0.00	0.00	0.00	0.00	0.00	446.53		
	CENTURY CLUB DEVELOPMENT LLC										
04/11/2016	BID-2016 DOWNTOWN BID-1	253.84	0.00	0.00	0.00	0.00	0.00	0.00	253.84		
00415018	24-233-000-0025-00	253.84	0.00	0.00	0.00	0.00	0.00	0.00	253.84		
	RUSSELL BLOCK DEVELOPMENT LLC										
05/05/2016	BID-2016 DOWNTOWN BID-1	929.28	0.00	0.00	0.00	0.00	0.00	0.00	929.28		
00418929	24-205-175-0016-00	929.28	0.00	0.00	0.00	0.00	0.00	0.00	929.28		
	CZM PROPERTIES LLC										
05/18/2016	BID-2016 DOWNTOWN BID-1	55.32	0.00	0.00	0.00	0.00	0.00	0.00	55.32		
00420594	24-205-332-0007-20	55.32	0.00	0.00	0.00	0.00	0.00	0.00	55.32		
	MORALES MANUEL										
06/01/2016	BID-2016 DOWNTOWN BID-1	1,223.19	0.00	0.00	0.00	0.00	0.00	0.00	1,223.19		
00422156	24-432-000-0000-00	1,223.19	0.00	0.00	0.00	0.00	0.00	0.00	1,223.19		
	MUSKOGON CHAMBER BUILDING LLC										
06/14/2016	BID-2016 DOWNTOWN BID-1	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00		
00424164	24-205-188-0004-00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00		
	BK MUSKOGON PROPERTIES LLC										
06/17/2016	BID-2016 DOWNTOWN BID-1	375.00	0.00	0.00	0.00	0.00	0.00	0.00	375.00		
00424517	24-205-556-0001-00	375.00	0.00	0.00	0.00	0.00	0.00	0.00	375.00		
	HOT ROD HARLEY DAVIDSON										
06/24/2016	BID-2016 DOWNTOWN BID-1	2,171.36	0.00	0.00	0.00	0.00	0.00	0.00	2,171.36		
00425294	24-205-175-0001-00	2,171.36	0.00	0.00	0.00	0.00	0.00	0.00	2,171.36		
	J E REAL ESTATE CO LLC										
06/24/2016	BID-2016 DOWNTOWN BID-1	268.32	0.00	0.00	0.00	0.00	0.00	0.00	268.32		
00425195	24-205-316-0007-00	268.32	0.00	0.00	0.00	0.00	0.00	0.00	268.32		
	WESTERN AVE LLC										
06/24/2016	BID-2016 DOWNTOWN BID-1	358.88	0.00	0.00	0.00	0.00	0.00	0.00	358.88		
00425196	24-205-316-0008-00	358.88	0.00	0.00	0.00	0.00	0.00	0.00	358.88		
	WESTERN AVE LLC										
06/24/2016	BID-2016 DOWNTOWN BID-1	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00		
00425173	24-792-000-0001-00	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00		
	HINMAN LAKE LLC										
06/30/2016	BID-2016 DOWNTOWN BID-1	277.20	0.00	0.00	0.00	0.00	0.00	0.00	277.20		
00425869	24-205-188-0012-00	277.20	0.00	0.00	0.00	0.00	0.00	0.00	277.20		
	SWIATEK TRUST										

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				Tot Intrest Pd	Cur Intrest Pd	Tot Pen Pd	Cur Pen Pd	Tot Addtl Penalty Paid	Cur Addtl Penalty Paid	Tot CertFee Pd	Cur CertFee Pd		
06/30/2016 0000000ACH	BID-2016 DOWNTOWN BID-1 24-205-310-0016-00 CITY OF MUSKEGON	1,186.26 1,186.26	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,186.26 1,186.26
07/01/2016 00426046	BID-2016 DOWNTOWN BID-1 24-205-367-0012-00 LEMKE DELORES J/LEMKE KIM A	181.44 181.44	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	181.44 181.44
07/06/2016 00426853	BID-2016 DOWNTOWN BID-1 24-205-318-0001-00 MJ DOWNTOWN PROPERTIES LLC	375.00 375.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	375.00 375.00
07/06/2016 00426853	BID-2016 DOWNTOWN BID-1 24-205-318-0008-00 MJ DOWNTOWN PROPERTIES LLC	48.00 48.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	48.00 48.00
07/08/2016 0000000ACH	BID-2016 DOWNTOWN BID-1 24-205-310-0016-00 CITY OF MUSKEGON	1,186.26 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,186.26 0.00
07/08/2016 00429027	BID-2016 DOWNTOWN BID-1 24-205-310-0016-00 CITY OF MUSKEGON	-1,186.26 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	-1,186.26 0.00
07/18/2016 00429027	BID-2016 DOWNTOWN BID-1 24-205-175-0021-00 MCDERMOTT WILLIAM/DENISE	155.76 155.76	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	155.76 155.76
07/19/2016 00429425	BID-2016 DOWNTOWN BID-1 24-205-188-0004-00 BK MUSKEGON PROPERTIES LLC	1,500.00 1,500.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,500.00 1,500.00
07/20/2016 00429493	BID-2016 DOWNTOWN BID-1 24-205-367-0001-00 PIONEER RESOURCES INC	348.48 348.48	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	348.48 348.48
07/26/2016 00430472	BID-2016 DOWNTOWN BID-1 24-205-318-0003-00 STRONG LEIGH JR/LINDA	422.40 422.40	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	422.40 422.40
07/26/2016 00430445	BID-2016 DOWNTOWN BID-1 24-205-367-0011-00 AGUILAR LUIS	188.16 188.16	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	188.16 188.16
08/01/2016 00431148	BID-2016 DOWNTOWN BID-1 24-138-000-0101-00 SEIFERT ERIC	81.52 81.52	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	81.52 81.52
08/01/2016 00431396	BID-2016 DOWNTOWN BID-1 24-205-332-0008-00 HAIRPAGE PROPERTIES LLC	334.64 334.64	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	334.64 334.64
08/05/2016 00432591	BID-2016 DOWNTOWN BID-1 24-205-313-0005-10 2016 C/W 24-205-313-0005-00	1,032.32 1,032.32	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,032.32 1,032.32

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		Current Installment Year: 2016															
Date	Sp. Assessment	Tot Prin Pd	Tot Admin Pd	Tot Intrest Pd	Tot Pen Pd	Tot Addtl	Penlty Paid	Tot CertFee Pd	Total Pd								
Receipt #	Parcel No.	Cur Prin Pd	Cur Admin Pd	Cur Intrest Pd	Cur Pen Pd	Cur Addtl	Penlty Paid	Cur CertFee Pd	Current Pd								
Batch #																	
08/10/2016	BID-2016 DOWNTOWN BID-1	348.48	0.00	0.00	0.00	0.00	0.00	0.00	348.48								
00433385	24-205-175-0018-00	348.48	0.00	0.00	0.00	0.00	0.00	0.00	348.48								
	VERIZON INC																
08/10/2016	BID-2016 DOWNTOWN BID-1	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00								
00433385	24-205-176-0001-00	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00								
	FRONTIER COMMUNICATIONS																
08/10/2016	BID-2016 DOWNTOWN BID-1	276.64	0.00	0.00	0.00	0.00	0.00	0.00	276.64								
004333212	24-205-332-0007-20	276.64	0.00	0.00	0.00	0.00	0.00	0.00	276.64								
	MORALES MANUEL																
08/11/2016	BID-2016 DOWNTOWN BID-1	739.20	0.00	0.00	0.00	0.00	0.00	0.00	739.20								
004333541	24-205-188-0013-00	739.20	0.00	0.00	0.00	0.00	0.00	0.00	739.20								
	8 W WALTON LLC																
08/16/2016	BID-2016 DOWNTOWN BID-1	742.44	0.00	0.00	0.00	0.00	0.00	0.00	742.44								
004343321	24-204-000-0000-00	742.44	0.00	0.00	0.00	0.00	0.00	0.00	742.44								
	NEW TREND INVESTMENTS LLC																
08/23/2016	BID-2016 DOWNTOWN BID-1	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00								
004355290	24-205-563-0008-11	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00								
	MUSKEGON GSA LLC																
08/29/2016	BID-2016 DOWNTOWN BID-1	375.00	0.00	0.00	0.00	0.00	0.00	0.00	375.00								
00435907	24-205-556-0001-00	375.00	0.00	0.00	0.00	0.00	0.00	0.00	375.00								
	HOT ROD HARLEY DAVIDSON																
09/01/2016	BID-2016 DOWNTOWN BID-1	1,803.36	0.00	0.00	0.00	0.00	0.00	0.00	1,803.36								
00436583	24-233-000-0008-00	1,803.36	0.00	0.00	0.00	0.00	0.00	0.00	1,803.36								
	SIDOCK PROPERTIES LLC																
09/07/2016	BID-2016 DOWNTOWN BID-1	1,108.80	0.00	0.00	0.00	0.00	0.00	0.00	1,108.80								
00437518	24-205-315-0001-00	1,108.80	0.00	0.00	0.00	0.00	0.00	0.00	1,108.80								
	BABBITT E C/P R TRUST																
09/07/2016	BID-2016 DOWNTOWN BID-1	1,108.80	0.00	0.00	0.00	0.00	0.00	0.00	1,108.80								
00437517	24-205-315-0003-00	1,108.80	0.00	0.00	0.00	0.00	0.00	0.00	1,108.80								
	BABBITT E C/P R TRUST																
09/09/2016	BID-2016 DOWNTOWN BID-1	100.90	0.00	0.00	0.00	0.00	0.00	0.00	100.90								
00438416	24-138-000-0104-00	100.90	0.00	0.00	0.00	0.00	0.00	0.00	100.90								
	JANSKI LLC																
09/14/2016	BID-2016 DOWNTOWN BID-1	268.80	0.00	0.00	0.00	0.00	0.00	0.00	268.80								
00439516	24-205-316-0004-00	268.80	0.00	0.00	0.00	0.00	0.00	0.00	268.80								
	NORTH EAST BUSINESS ASSOC LLC																
09/14/2016	BID-2016 DOWNTOWN BID-1	554.40	0.00	0.00	0.00	0.00	0.00	0.00	554.40								
00439482	24-205-321-0001-00	554.40	0.00	0.00	0.00	0.00	0.00	0.00	554.40								
	WWG HOLDINGS LLC																
09/14/2016	BID-2016 DOWNTOWN BID-1	195.60	0.00	0.00	0.00	0.00	0.00	0.00	195.60								
00439480	24-205-321-0004-00	195.60	0.00	0.00	0.00	0.00	0.00	0.00	195.60								
	WWG HOLDINGS LLC																

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				Tot Intrest Pd Cur Intrest Pd	Tot Pen Pd Cur Pen Pd	Tot Addtl Penlty Paid Cur Addtl Penlty Paid	Tot Addtl Penlty Paid Cur Addtl Penlty Paid				
09/14/2016 00439482	BID-2016 DOWNTOWN BID-1 24-205-321-0012-00 WVG HOLDINGS LLC	268.00 268.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	268.00 268.00	
09/29/2016 00441696	BID-2016 DOWNTOWN BID-1 24-205-330-0002-00 165 CLAY LLC	399.76 399.76	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	399.76 399.76	
09/29/2016 00441696	BID-2016 DOWNTOWN BID-1 24-205-330-0008-00 896 JEFFERSON LLC	718.08 718.08	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	718.08 718.08	
09/29/2016 00441696	BID-2016 DOWNTOWN BID-1 24-205-367-0011-10 1145 3RD STREET LLC	498.24 498.24	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	498.24 498.24	
09/29/2016 00441694	BID-2016 DOWNTOWN BID-1 24-205-567-0001-40 500 WEST WESTERN AVE LLC	755.85 755.85	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	755.85 755.85	
10/07/2016 00443379	BID-2016 DOWNTOWN BID-1 24-205-328-0001-00 PRESS' DEVELOPMENT LLC	3,000.00 3,000.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	3,000.00 3,000.00	
10/10/2016 00443687	BID-2016 DOWNTOWN BID-1 24-205-331-0001-00 SQUARE TWO DEVELOPMENT LLC	3,000.00 3,000.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	3,000.00 3,000.00	
10/12/2016 00444126	BID-2016 DOWNTOWN BID-1 24-205-174-0004-00 BOLEN DAVID L	1,531.20 1,531.20	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,531.20 1,531.20	
10/12/2016 00444158	BID-2016 DOWNTOWN BID-1 24-205-330-0010-00 136 WEBSTER LLC	1,393.92 1,393.92	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,393.92 1,393.92	
10/18/2016 00444991	BID-2016 DOWNTOWN BID-1 24-205-351-0005-00 SPIRIT SPE PORTFOLIO CA C-STORES LL	1,393.92 1,393.92	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,393.92 1,393.92	
10/18/2016 00445040	BID-2016 DOWNTOWN BID-1 24-205-367-0016-00 COUNTY OF MUSKEGON TREASURER	126.72 126.72	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	126.72 126.72	
10/18/2016 00445041	BID-2016 DOWNTOWN BID-1 24-205-562-0001-00 MORA CORPORATION	3,000.00 3,000.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	3,000.00 3,000.00	
10/20/2016 00445337	BID-2016 DOWNTOWN BID-1 24-233-000-0001-00 DOWNTOWN MUSKEGON DEVELOPMENT CO	1,965.76 1,965.76	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,965.76 1,965.76	
10/20/2016 00445337	BID-2016 DOWNTOWN BID-1 24-233-000-0002-00 DOWNTOWN MUSKEGON DEVELOPMENT CO	1,965.74 1,965.74	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,965.74 1,965.74	

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Batch #	Parcel No.	Cur Prin Pd	Cur Admin Pd	Cur Intst Pd	Cur Pen Pd	Cur Addtl	Penlty Paid	Cur CertFee Pd	Current Pd
10/20/2016	BID-2016 DOWNTOWN BID-1	1,737.12	0.00	0.00	0.00	0.00	0.00	0.00	1,737.12
00445337	24-233-000-0007-00	1,737.12	0.00	0.00	0.00	0.00	0.00	0.00	1,737.12
	DOWNTOWN MUSKEGON DEVELOPMENT CO								
10/20/2016	BID-2016 DOWNTOWN BID-1	635.62	0.00	0.00	0.00	0.00	0.00	0.00	635.62
00445337	24-233-000-0012-00	635.62	0.00	0.00	0.00	0.00	0.00	0.00	635.62
	DOWNTOWN MUSKEGON DEVELOPMENT CO								
10/20/2016	BID-2016 DOWNTOWN BID-1	1,318.23	0.00	0.00	0.00	0.00	0.00	0.00	1,318.23
00445337	24-233-000-0013-00	1,318.23	0.00	0.00	0.00	0.00	0.00	0.00	1,318.23
	DOWNTOWN MUSKEGON DEVELOPMENT CO								
10/20/2016	BID-2016 DOWNTOWN BID-1	657.84	0.00	0.00	0.00	0.00	0.00	0.00	657.84
00445337	24-233-000-0014-00	657.84	0.00	0.00	0.00	0.00	0.00	0.00	657.84
	DOWNTOWN MUSKEGON DEVELOPMENT CO								
10/20/2016	BID-2016 DOWNTOWN BID-1	657.12	0.00	0.00	0.00	0.00	0.00	0.00	657.12
00445337	24-233-000-0015-00	657.12	0.00	0.00	0.00	0.00	0.00	0.00	657.12
	DOWNTOWN MUSKEGON DEVELOPMENT CO								
10/20/2016	BID-2016 DOWNTOWN BID-1	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
00445337	24-233-000-0024-00	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
	DOWNTOWN MUSKEGON DEVELOPMENT CO								
10/24/2016	BID-2016 DOWNTOWN BID-1	438.96	0.00	0.00	0.00	0.00	0.00	0.00	438.96
00445482	24-205-315-0005-00	438.96	0.00	0.00	0.00	0.00	0.00	0.00	438.96
	MUSKEGON HERITAGE ASSOC								
10/25/2016	BID-2016 DOWNTOWN BID-1	873.60	0.00	0.00	0.00	0.00	0.00	0.00	873.60
00445666	24-205-316-0005-00	873.60	0.00	0.00	0.00	0.00	0.00	0.00	873.60
	MUSKEGON LAKEVIEW CONDOS LLC								
10/25/2016	BID-2016 DOWNTOWN BID-1	375.00	0.00	0.00	0.00	0.00	0.00	0.00	375.00
00445794	24-205-318-0001-00	375.00	0.00	0.00	0.00	0.00	0.00	0.00	375.00
	MJ DOWNTOWN PROPERTIES LLC								
10/25/2016	BID-2016 DOWNTOWN BID-1	48.00	0.00	0.00	0.00	0.00	0.00	0.00	48.00
00445794	24-205-318-0008-00	48.00	0.00	0.00	0.00	0.00	0.00	0.00	48.00
	MJ DOWNTOWN PROPERTIES LLC								
10/25/2016	BID-2016 DOWNTOWN BID-1	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
00445793	24-205-563-0008-10	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
	MORRIS ST LLC								
10/25/2016	BID-2016 DOWNTOWN BID-1	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
00445792	24-605-000-0001-00	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
	PARKLAND ACQUISITION LLC (2/3 INT)								
10/27/2016	BID-2016 DOWNTOWN BID-1	484.44	0.00	0.00	0.00	0.00	0.00	0.00	484.44
00445993	24-205-317-0007-00	484.44	0.00	0.00	0.00	0.00	0.00	0.00	484.44
	JACOBSEN MICHAEL H TRUST								
10/27/2016	BID-2016 DOWNTOWN BID-1	197.12	0.00	0.00	0.00	0.00	0.00	0.00	197.12
00445993	24-205-317-0009-10	197.12	0.00	0.00	0.00	0.00	0.00	0.00	197.12
	MILL STREET GROUP LLC								

11/18/2016
08:17 AM

Receipts Register for CITY OF MUSKEGON

Page: 8/8

DB: Muskegon

Population: All Records

Current Installment Year: 2016

Date Receipt # Batch #	Sp. Assessment Parcel No.	Tot Prin Pd Cur Prin Pd	Tot Admin Pd Cur Admin Pd	Tot Intst Pd Cur Intst Pd	Tot Pen Pd Cur Pen Pd	Tot Addtl Penlty Paid Cur Addtl Penlty Paid	Tot CertFee Pd Cur CertFee Pd	Total Pd Current Pd
10/31/2016 00446312	BID-2016 DOWNTOWN BID-1 24-205-314-0001-10 475 W WESTERN AVE LLC	120.00 120.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	120.00 120.00
11/01/2016 00446580	BID-2016 DOWNTOWN BID-1 24-205-323-0006-00 J & J CORNER PROPERTIES LLC	419.76 419.76	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	419.76 419.76
11/01/2016 00446432	BID-2016 DOWNTOWN BID-1 24-205-329-0001-00 HENNESSY HOLDING LLC	1,386.05 1,386.05	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	1,386.05 1,386.05
11/01/2016 00446524	BID-2016 DOWNTOWN BID-1 24-205-330-0001-00 CIHAK CHARLES W/LINDA B	671.36 671.36	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	671.36 671.36
11/01/2016 00446572	BID-2016 DOWNTOWN BID-1 24-205-367-0012-00 LEMKER DELORES J/LEMKER KTM A	181.44 181.44	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	181.44 181.44
Total Payments:103		94,802.21 94,802.21	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00	94,802.21 94,802.21

Letter of Understanding

City of Muskegon DPW and Muskegon downtown Business Improvement District

This is a Letter of Understanding between the Muskegon downtown Business Improvement District (BID) and city of Muskegon Department of Public Works (city) concerning the snowplowing of downtown sidewalks for the winter season from Nov. 1, 2016 to April 1, 2017. City and BID officials will work together to provide the snow removal services the most efficient, cost-effective way.

The BID board voted on Sept. 27, 2016 to seek sidewalk snow plowing services from the city for the upcoming winter season. H&H Landscaping and Snowplowing Services of North Muskegon will continue providing parking lot and alleyway snow removal this coming season as they have in previous winters. The BID board feels the city will have the equipment, staff and resources to provide a superior service and will be able to coordinate sidewalk plowing with street plowing.

For last two months of 2016, the BID will pay the city \$9,100 as a retainer to provide the outlined services below for November and December with actual costs above that to be negotiated going into the winter months of 2017. For 2017, the BID will pay a monthly retainer of \$7,500 for the services outlined below for the months of January, February, March, November and December. For the city's actual costs beyond \$7,500 a month, the BID will pay for time and materials. City officials are aware the BID has an average of \$12,200 a month total for sidewalk snow removal services for the seven winter months of 2017.

Monthly costs and invoices will be sent to Downtown Muskegon Now as managers of the BID and paid by the city Finance Department with BID funds to the DPW. Funds not expended for snowplowing could be reallocated by the BID board for spring-summer-fall landscaping services.

Sidewalk snowplowing, salting (as needed) and snow pile removal (as needed) will be provided by the city when fresh snow accumulations are **2 inches or greater** measured at Third Street and West Western Avenue each morning. The goal with overnight snowfalls is to clear the sidewalks by 10 a.m. the next morning starting along Western Avenue, if possible. Sidewalk snowplowing services provided by the city on weekends and holidays will result in higher charges due to overtime and will be triggered by downtown needs. Sidewalk snow clearing is more limited on weekends and holidays as outlined below. The goal on weekends and holidays is to have the Western Avenue sidewalks cleared by noon.

The area of sidewalk snow removal services is shown on the attached map.

Sidewalk Snow Removal for weekdays

*Unless otherwise noted, **BOTH** sides of the following streets should be plowed*

- W. Western Ave. between 7th Street and Pine Street (approximately 1.6 miles total for both sides of Western).
- W. Clay Ave. between 3rd St. and Terrace St. (approximately 0.8 miles total for both sides of Clay)
- Webster Ave from 3rd St. to 2nd St. – **only the northside of Webster should be plowed**
- Morris St between 3rd St. and Terrace St. (approximately 0.6 miles total for both sides of the Morris)

- 4th Street between W. Western Ave. & W. Clay Ave – **only the east side of 4th should be plowed** (approximately 0.1 miles for the one side of 4th)
- 3rd Street from the parking lot behind the Hume Building (at Morris) to Houston Ave. (approximately 0.7 miles total for both sides of 3rd)
- 3rd Street from Houston Ave. to Merrill Ave. – **only the west side of 3rd Street should be plowed** (approximately .02 miles for the one side of 3rd)
- 2nd Street between Morris Ave & Webster Ave. (approximately 0.2 miles total for both sides of 2nd)
- 1st Street between Morris Ave & W. Clay Ave. (approximately 0.2 miles total for both sides of 1st)
- 1st Street from W. Clay Ave. to W. Webster Ave – **only the west side of 1st Street Should be plowed** (approximately .01 miles for the one side of 1st)
- Jefferson St. between W. Western Ave & W. Muskegon Ave. (approximately 0.4 miles total for both sides of Jefferson)
- Terrace St. between Shoreline Dr. & W. Muskegon Ave. (approximately 0.8 miles total for both sides of Terrace)
- Pine St. between W. Western Ave. & W. Clay Ave. (approximately 0.1 miles total for both sides of Pine)

Sidewalk Street Crossings

- All efforts should be made to keep sidewalk entrances to streets clear

3rd & W. Western Traffic Circle

- The cross walks in the traffic circle at 3rd and Western should also be cleared

Sidewalk snow removal for weekends and holidays

- W. Western Ave. from 2nd St. to 7th St., both sides of the street.
- W. Western Ave. cross streets of 2nd St., 3rd St. and 4th St. half of block from Western both north and south.
- Clay Ave. from Third St. to Second St.

Sidewalk Street Crossings

- All efforts should be made to keep sidewalk entrances to streets clear

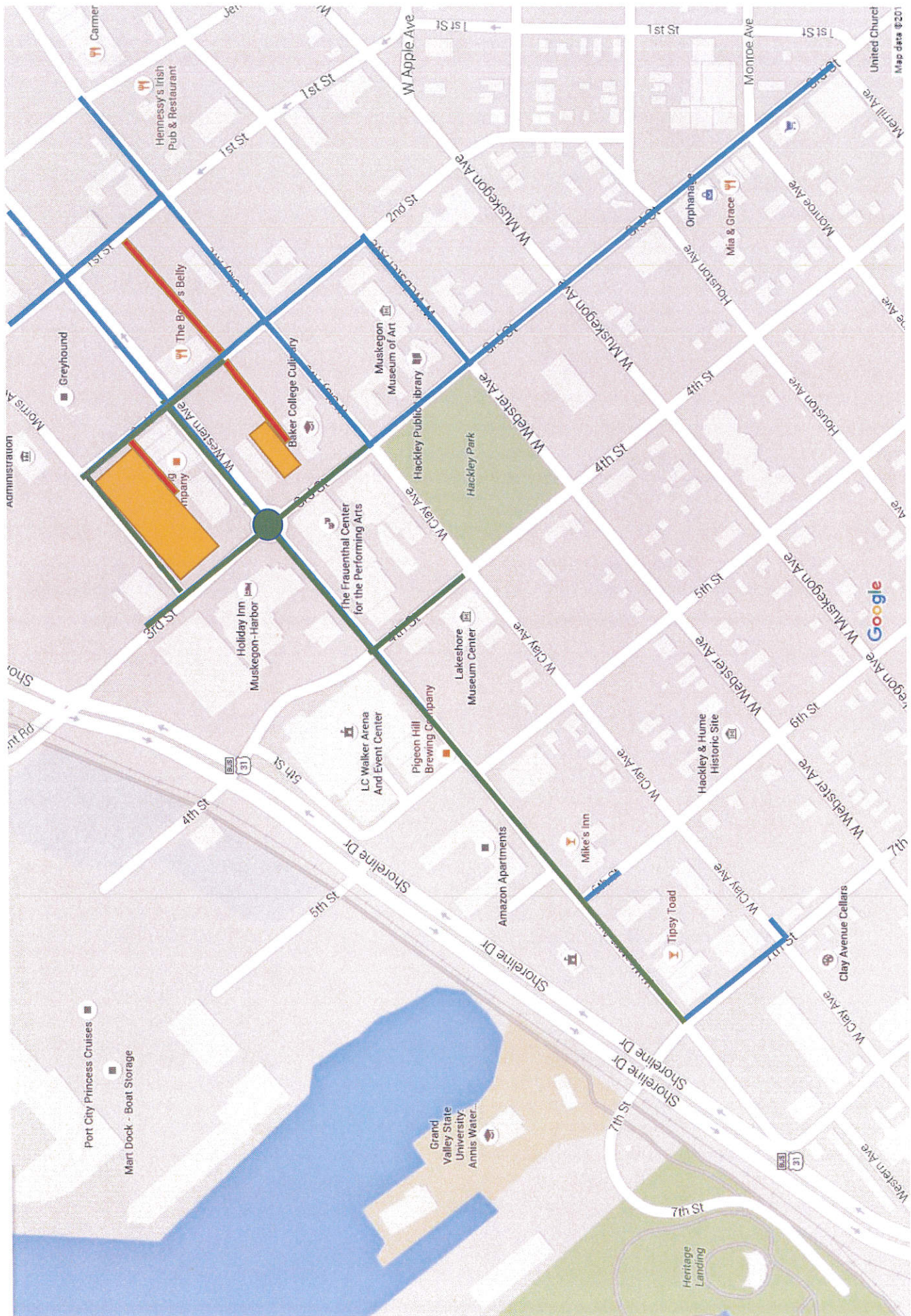
3rd & W. Western Traffic Circle

- The cross walks in the traffic circle at 3rd and Western should also be cleared

Salting and snow pile removals

- Salting of sidewalks and crosswalk entrances will be done when they are treacherous and weather conditions for salting are favorable.
- Snow pile removal will be done when needed in coordination with piles from street plowing.

Issues concerning the daily sidewalk snow plowing services will be handled jointly by Dave Alexander, executive director of Downtown Muskegon Now on behalf of the BID or BID board members residing downtown on weekends and holidays and city Public Works Director Mohammed Al-Shatel or his designee.





Google

All Color-coded areas are in need of snow removal

Yellow Boxes = Parking Lots/H&H

Red Boxes = Alley/H&H

Blue Lines = Sidewalks/crosswalks weekday
(city)

Green Lines = Sidewalks/crosswalks weekdays
and weekends (city)

2" trigger each day

Notes:

- Sidewalk plowing on Third St. between Western and Clay should connect to plowing done by Baker College in front on the CiM
- Crosswalks should be open to the street, and the cross walks within the Traffic Circle at 3rd & Western should also be maintained and kept open.
- The walk ways behind 379 & 380 W. Western (directly abutting the building) should also be cleared.

Please note, the maps have overlap between the two pages - the map is intended to be a reference tool.



Phone: 231-759-8807

Fax: 231-798-8028

925 Witham Rd.

North Muskegon, MI 49445

Office@handhlawnservice.com

Estimate

DATE	ESTIMATE #
9/28/2016	2332

CUSTOMER:

Downtown Muskegon Now
380 W. Western Ave., Suite 202
Muskegon, MI 49440

PROJECT

Item	Description	Rate	Qty	TOTAL:
Plowing Services	Seasonal snow plowing 2016/2017 winter starting November 1, 2016 and ending April 15, 2017. Areas covered for plowing 3 parking lots and 3 alleyways marked on snowplow map. Snowplowing will be done on a 1.5" trigger. Shovel sidewalks. Seasonal Price will be broken down into five payments of \$2,200.00 starting November 1st, 2016 and ending March 1st, 2017.	2,200.00	5	11,000.00
Morton Bulk Salt	Additional Services: Morton Treated Salt per ton applied	185.00	0	0.00
Loader Work	Loader Work per hour	110.00	0	0.00
Snow Removal	Snow Removal with Dump Truck per hour	85.00	0	0.00

DMW on behalf of
the Muskegon downtown
Business Improvement
District

SIGNATURE:

Hal J. Aley Executive Director

This estimate is valid for 20 days. Signing this estimate creates a contract to provide services as described above. Terms are NET 30 days. This agreement may be canceled by either party for any reason upon 30 day written notice to the other party involved.

Sales Tax (6.0%) \$0.00

TOTAL: \$11,000.00

Downtown Muskegon Business Improvement District

Budget Recommendation & Explanation

Date: August 9, 2016

To: Muskegon City Clerk/City Commission

From: Downtown Muskegon Business Improvement District Board

Budget Recommendation:

This is a proposed second-year budget for the Downtown Muskegon Business Improvement District. Based on a two tier assessment where "Class A" Properties pay \$0.08/sf annual and "Class B" Properties pay \$0.02/sf annual the Downtown Muskegon BID can expect to generate \$115,223 during 2017.

As of Aug. 1, 2016, anticipated BID revenues and actual and anticipated BID expenditures will leave the BID with a fund balance estimated at \$64,687. Based on the fund balance carried forward and the proposed Assessment this one-year 2017 budget is recommended on a unanimous vote of the BID Board at its special Aug. 1, 2016 meeting.

Proposed 2017 BID budget

2016 BID Fund Balance	\$64,687
2017 Estimated Revenues	\$115,223
2017 Expenditures	
Snow removal	(\$72,000)
Landscaping	(\$16,000)
Marketing, promotion, events	(\$24,000)
Streetscape	(\$13,000)
Administration	(\$25,000)
Total	(\$150,000)
Estimated Fund Balance Dec. 31, 2017	\$29,910

Budget Note:

The BID Board in 2016 appointed Downtown Muskegon Now as staff and managers of the BID. A Letter of Understanding between the BID and the DMN board was signed, having the budget and general spending categories established by the BID Board and work plans carried out by DMN. There were no administrative fees in 2016.

All unused funds go to cash reserves in fund balance.

Budget Explanation:

Snow removal: The BID's largest line item is dedicated to snowplowing and salt application along sidewalks within the BID where the majority of the Class A properties are located along portions of W. Western Ave., Clay Ave., Morris Ave., Terrace St., Jefferson, 1st, 2nd, 3rd, 6th & 7th Streets. Funds will also be used to clear parking areas which are generally used by the public –

specifically the two lots between 2nd and 3rd Streets accessed off of Morris Ave. With plenty of fund balance for snow removal, the BID Board will attempt to expand the snow removal services as the budget allows for 2017.

Landscaping: The Downtown Muskegon BID will contract with one or more third party landscaping companies to conduct a spring cleanup of common area planning beds within the BID, and general cleanup of grounds as a result from winter wear and tear. Summer Landscaping includes the weeding and fertilization of common areas throughout the BID (grass cutting is done by the city). This line item also includes the planting and maintenance of flower planters throughout the BID (this item could be completed by a different vendor than the one doing the landscaping and clean up). Fall clean-up will consist of removal of leaves from the BID district and preparation of the planning beds for the winter.

Marketing, promotion, events: The BID was used to launch the highly successful First Fridays events in the downtown, 6-8 p.m. family-friendly gatherings that have included a family dance party, two hugely popular street performance events and a “touch the truck” event. BID has not directly supported by indirectly has encouraged other downtown events such as DMN’s Taste of Muskegon, Rollin’ On Western and Gus Macker. Beyond events, the BID is supporting an updated Downtown Muskegon website, a revised downtown email list, a new downtown e-newsletter and an annual tri-fold downtown map/brochure among other marketing and promotional activities.

Streetscape: This is a broad spending category that allows the BID Board to improve downtown Muskegon through new holiday decorations, public art projects, banners, directional/informational signs, benches, trash receptacles, sidewalk repairs, new planters, public space maintenance such as Olthoff Stage and Alcoa Square and like expenditures.

Administration: Downtown Muskegon Now provided the staff support to design and establish the Downtown Muskegon Improvement District in 2015 and 2016. As promised to the Muskegon City Commission for 2016, there was no BID funds expended for “salaries and benefits” – administrative costs. The daily work of the BID cannot continue for free. The BID requires staff time and effort. Going forward DMN needs to be compensated for its time and effort. Thus, a new administrative line-item has been added to the 2017 BID budget.

Muskegon Business Improvement District 2017 Budget

	Jan. 1-June 30	July 1-Dec. 31
Balance forward		
BID assessments	\$50,257	\$79,981
	\$111,924	0
Total revenues	\$162,181	\$79,981
Expenditures		
Snow removal		
Landscaping	(\$43,200)	(\$28,800)
Marketing, promotion and events	(\$8,000)	(\$8,000)
Streetscape	(\$12,000)	(\$12,000)
Administration	(\$6,500)	(\$6,500)
	(\$12,500)	(\$12,500)
Total expenditures	(\$82,200)	(\$67,800)
Estimated ending fund balance	\$79,981	\$12,181

Purpose

The Downtown Muskegon Business Improvement District was created to promote economic development in downtown Muskegon and enhance services to existing businesses located in Downtown Muskegon through marketing activities, common area maintenance and beautification.

Article 1

Property Classifications

Class "A" Properties

Properties located within the Downtown Muskegon Business Improvement District which are currently used for, or zoned for commercial, office, retail or other similar activities not listed below

Class "B" Properties

Properties located within the Downtown Muskegon Business Improvement District which are currently use for, or zoned for automotive, industrial or manufacturing

Class "C" Properties

Properties located within the Downtown Muskegon Business Improvement District which are currently used for nonprofit or religious activities

Class "D" Properties

Properties located within the Downtown Muskegon Business Improvement District which are currently used for, or zoned for educational or governmental activities.

Article 2

Governing Board

Section 2.1 – Composition

The Downtown Muskegon Business Improvement District Board shall consist of nine (9) members. Board composition shall be consistent with the State of Michigan enabling legislation, Act No. 120 of the Public Acts of 1961. Statue allows for between seven (7) and fifteen (15)

members. Board membership may be increased or decreased by a recommendation of the BID Board at the first quarterly annual meeting in January with the new board composition taking effect the following January 1.

Section 2.2 – Board Terms

Each board member will be appointed to a three (3) year term with no more than half of board seats expiring in one year. For the initial board, board members will draw lots to determine what members will serve one (1), two (2) and three (3) year teams. Board terms end on December 31 of the expiring year. The first year term for inaugural board members will expire on December 31, 2016 following the first full year of service.

Section 2.3 – Board Openings

Nominees for annual openings shall be indorsed by the Downtown Muskegon Business Improvement District board at its fall quarterly meeting and then sent to the Muskegon City Commission for formal appointment.

Section 2.4 – Regular Openings

Individuals seeking nomination/appointment to the board should complete an application of interest. If more individuals express interest in open positions than there are positions the Downtown Muskegon Business Improvement District may conduct an election by mail.

Section 2.4.2 – Voting Eligibility in Elections

Assessable property owners within the Downtown Muskegon Business Improvement District are eligible voters for the Business Improvement District Board.

Section 2.5 – Vacancies, Resignations and Removals

Vacancies which occur between fall quarterly meetings shall be filled by appointment via a recommendation of the Business Improvement District Board to the Muskegon City Commission.

Section 2.6 – Compensation

Business Improvement District

Resolution

2015-16 (F)

A resolution establishing the Downtown Muskegon Business Improvement District, designating the boundaries of the BID, and establishing the Downtown Muskegon Business Improvement District Board.

Resolved by the Commission of the City of Muskegon:

By way of this resolution, and subject to the requirements of Act 49 of the Public Acts of 1999, the City Commission establishes the Downtown Muskegon Business Improvement District, with the boundaries of this Business Improvement District being outline on the attached map.

This district includes the following classes of property:

130 Assessable Properties (consisting of commercial and industrial)

26 Exempt Properties (St. Mary's Catholic Church, Muskegon Public Schools, Greater Muskegon Women's Club, St. Paul's Episcopal Church, Muskegon Community College, Baker College of Muskegon, Muskegon County, City of Muskegon, United States Post Office, Muskegon Eagles)

8 Residential Properties (including apartment and condominium buildings)

Further, by way of this resolution, the City Commission establishes the Downtown Muskegon Business Improvement District Board, consisting of seven members, and the persons nominated for this board shall be the following:

Amanda Garabedian – First General Credit Union (121 W. Western Ave.)

Bruce Lindstrom – BellaBay Realty (587 W. Western Ave.)

Justin Clark – Frontier Communications (860 Terrace St.)

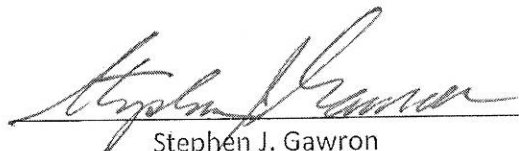
Doug Pollock – Parkland Properties/Holiday Inn (939 3rd St.)

Gary Post – Port City Construction/Western Ave. Properties LLC (350 W. Western Ave)

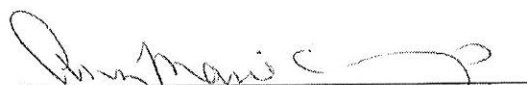
Bob Tarrant – Hume Properties LLC (900 3rd St.)

City Manager – City of Muskegon

Adopted this 10th day of March 2015.



Stephen J. Gawron
Mayor



Ann Marie Cummings, MMC
City Clerk